

15 March 2000

Training
DRILL SERGEANT PROGRAM (DSP)

Summary. This is a change to TRADOC Regulation 350-16, 4 February 2000. This change updates policies and procedures affecting relief of DS from DS duties and female authorizations for DSS.

Suggested improvements. The proponent of this regulation is HQ TRADOC, Deputy Chief of Staff for Training (DCST). Send comments and suggested improvements on DA Form 2028 (Recommended

Changes to Publications and Blank Forms) through channels to Commander, USATC and Fort Jackson, ATTN: ATZJ-PTM-T, Fort Jackson, SC 29207-5315. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available only on the TRADOC Homepage at <http://www.tradoc.army.mil>.

Change TRADOC Reg 350-16, 4 February 2000, as follows:

Applicability paragraph. Delete "and brigades"

Paragraph 2-6. Delete subparagraphs 'b' and 'c.'

Paragraph 2-10, Figure 2-1. Change authorization for each Drill Sergeant School from "2 each" to "4 each."

Paragraph 2-11b. Insert after the last sentence: "Installations that conduct AIT including females are authorized as a minimum one female DS in each company training female soldiers."

Paragraph 2-11c. Insert after the last sentence: "Installations that conduct OSUT including females are authorized as a minimum two female DS in each company training female soldiers."

Paragraph 5-4c. Second sentence, delete "and runners-up"

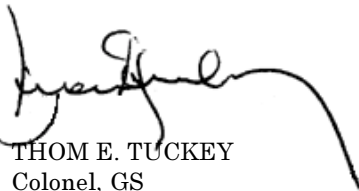
Paragraph 7-3b(2). Fourth sentence, add "and" between I09-05 and I09-11 and delete remainder of sentence.

Post these changes IAW DA Pam 25-40, chap 6.

FOR THE COMMANDER:

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4 February 2000

Training
DRILL SERGEANT PROGRAM (DSP)

Summary. This regulation prescribes policies and procedures and establishes responsibilities for managing the DSP. It has been revised to support the changes that have occurred in initial entry training (IET) environment and the DSP since the last publication of this regulation.

Applicability. This regulation applies to all Army Training Centers (ATC), installations authorized drill sergeants (DS), United States Army Reserve Component (RC) training divisions and brigades and all Active Component (AC) and RC Drill Sergeant Schools (DSS).

Supplementation. Do not supplement this regulation without approval from Commander, TRADOC, ATTN: ATTG-IT, 5 Fenwick Road, Fort Monroe, VA 23651-1049.

Forms. "R" forms at the back of this regulation are for local reproduction. Reproduce the forms through your forms management officer (FMO).

Suggested improvements. The proponent of this regulation is HQ TRADOC, Deputy Chief of Staff for Training (DCST). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USATC and Fort Jackson, ATTN: ATZJ-PTM-T, Fort Jackson, SC 29207-5315. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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*This regulation supersedes TRADOC Reg 350-16, 9 Aug 93 and TRADOC Forms 362, 363, 367-R, and 368-R.

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Chapter 1

Introduction

1-1. Purpose. This regulation establishes objectives, policies, and responsibilities for training and use of drill sergeants (DS) and drill sergeant candidates (DSC) for the Active Army and the RC as prescribed by the U.S. Army Training and Doctrine Command (TRADOC).

1-2. References. Appendix A contains a list of required publications.

1-3. Explanation of abbreviations and terms. The glossary contains abbreviations and explanation of special terms used in this regulation.

1-4. Responsibilities.

a. Headquarters, Department of the Army, Deputy Chief of Staff for Personnel, Drill Sergeant Branch will:

(1) Develop assignment policy for drill sergeant candidates and drill sergeants.

(2) Serve as the approval authority for drill sergeant application requests.

(3) Approve third-year DS extensions.

(4) Manage the number of drill sergeants needed to support the Active Army's worldwide mission.

(5) Coordinate with Career Management Field (CMF) Personnel Proponent Offices regarding drill sergeant ratios concerning their CMFs, while establishing a "fair share" rule to task for drill sergeants.

b. Headquarters TRADOC.

(1) Deputy Chief of Staff for Base Operations Support (DCSBOS) will:

(a) Coordinate with the U.S. Total Army Personnel Command (PERSCOM) to ensure DSC selection for personnel fills of AC DS positions.

(b) Establish the TRADOC Annual Training Requirements (ATTRS) for AC DSS.

(c) Establish requirements for DS ratios and military occupational specialty (MOS) structure in basic

combat training (BCT), one station unit training (OSUT), and advanced individual training (AIT).

(d) Respond to requests for exceptions to policy on the assignment and use of DS.

(2) Office of the TRADOC Command Sergeant Major will conduct the annual Drill Sergeant of the Year (DSOY) competition in accordance with (IAW) chapter 5.

c. Commander, USATC and Fort Jackson.

(1) Directorate of Plans, Training and Mobilization, Training Division (DPTM-T), the proponent for the TRADOC DSP, will:

(a) Write, update, publish, and distribute TRADOC Reg 350-16.

(b) Write, publish, update, and approve the content and execution of the Drill Sergeant School Course (DSSC) program of instruction (POI).

(c) Provide quality control and standardization of DSS (see chapter 4).

(d) Act as proponent for the skill qualification identifier (SQI) "X."

(e) Establish certification of drill sergeant leaders (DSLs) in accordance with (IAW) chapter 7.

(f) Conduct training assistance visits to AC and RC DSS (see chapter 3).

(g) Respond to requests for exceptions to policy established by this regulation, excluding those pertaining to personnel actions.

(h) Establish criteria for DSS approval authority for accreditation of DSS.

d. Commander, U.S. Army Training Support Center (USATSC), will provide RC DSS training materials for support, IAW U.S. Army Forces Command (FORSCOM)/TRADOC Reg 140-3.

e. Army Training Center commanders/service school commandants will:

(1) Ensure DSC meet prerequisites of AR 614-200.

(2) Manage assignment and utilization of DSC (see paragraph 2-7).

(3) Ensure that personnel arriving with orders to attend DSS attend the specified class based on projected DS strength. Deviations will not be made without prior approval of PERSCOM (TAPC-EPK-ID).

(4) Include the DSS training ammunition requirement in the installation forecast.

(5) Manage DSS IAW this regulation and TRADOC DSSC POI.

(6) Conduct an annual internal evaluation of the DSS.

(7) Take action, IAW AR 614-200 or AR 140-10, as appropriate, and this regulation, to remove DSC and DS from the DSP.

(8) Make recommendations to PERSCOM as to whether or not personnel removed from the DSSC should be reconsidered at a later date.

(9) Conduct DS refresher training IAW chapter 6.

(10) Assign DS IAW AR 614-200 and this regulation.

f. The U.S. Army Physical Fitness School (USAPFS) will:

(1) Write, update, and publish the lesson plans/training support packages of the Master Fitness Trainer (MFT) course material incorporated in the DSSC POI.

(2) Provide quality control and standardization for the MFT course of instruction in the DSS.

(3) Act as proponent for the issuance of the SQI "P5" in the DSS.

(4) Certify the DSL in accordance with USAPFS standards to teach MFT to DSC in DSS.

g. RC training divisions will:

(1) Ensure DSC meet prerequisites of AR 614-200.

(2) Manage DSS IAW this regulation and TRADOC DSSC POI.

(3) Conduct an annual internal evaluation of the DSS.

(4) Take action, IAW AR 614-200 and this regulation, to remove DSC and DS from the Drill Sergeant Program.

(5) Conduct DS refresher training IAW chapter 6.

(6) Assign DS IAW AR 614-200 and this regulation.

h. Drill Sergeant School commandants will:

(1) Manage the operation of the DSS and conduct training IAW this regulation and DSSC POI.

(2) Confirm that DSC meets the prerequisites IAW AR 614-200, prior to beginning the DSSC, and remove those candidates who are identified as unqualified arrivals.

(3) Initiate action to remove candidates from the DSSC/DSP, IAW AR 614-200, paragraph 8-16e, and paragraph 2-4 of this regulation, when required.

(4) Complete DA Form 1059 (Academic Evaluation Report) for all DSC, upon completion of, or removal from the DSSC IAW AR 623-1. Unqualified arrivals do not require DA Form 1059 (see AR 614-200, para 8-16a 1 and 2 (refers to entrance Army Physical Fitness Test (APFT))).

(5) Initiate action to replace projected DSL losses.

(6) Select the most qualified nominee for the DSL replacement.

(7) Supervise the training certification of DSL for the DSS IAW chapter 7.

(8) Review and analyze candidate critiques and course attrition.

(9) Send copy of candidate critiques to Drill Sergeant Proponent Program (DSPP) at the end of each cycle (see paragraph 2-2a for address).

(10) Send copy of Drill Sergeant Course Performance, TRADOC Form 350-R to DSPP and DCSBOS IAW this regulation.

Chapter 2 Administration

2-1. Entry into the DSP.

a. IAW AR 614-200, soldiers may volunteer or be involuntarily selected for DS duty.

b. All drill sergeant candidates must meet the requirements outlined in AR 614-200, paragraphs 8-13 and 8-14.

c. DSC are AC or RC soldiers who:

(1) Expend government funds in compliance with AC and RC DS school/assignment orders.

(2) Have not reported to DS School, but were already assigned to a DS School installation when selected for the DS Program.

2-2. Drill Sergeant School Course (DSSC) Program of Instruction (POI).

a. The DSSC POI, which is approved by Commander, TRADOC, is directive in nature. Do not implement deviations from the POI without the written approval of Commander, USATC & Fort Jackson, ATTN: ATZJ-PTM-DSPP, Fort Jackson, SC 29207-5315.

b. Policy. The USATC and Fort Jackson Drill Sergeant Proponent Program will act as the proponent and approval authority for the content and execution

of the DSSC. DSPP is responsible for updating and evaluating the POI.

c. The course will be conducted IAW the DSSC POI, with small group instruction (squad consisting of 8 – 20 assigned candidates). The DS leaders will lead and instruct their squads throughout the course (two DSL per squad).

d. Drill Sergeant School commandants will monitor the execution of the POI and report candidate attrition during each class using TRADOC Form 350-R (Drill Sergeant Course Performance) (RCS ATTG-35 (R2). Instructions for completion are on the back of the form. The DSS commandants will also conduct a complete review of any course with an overall attrition over 12 percent, to determine causes. This review is a tool for quality control and product improvement and is not to be used as an attempt to lower the standards. Forward the analysis, along with TRADOC Form 350-R, to Commander, USATC & Fort Jackson, ATTN: ATZJ-PTM-DSPP, 2179 Sumter Street, Fort Jackson, SC 29207-5315, and Commander, TRADOC, ATTN: ATED, 11 Bernard Road, Fort Monroe, VA 23651-1001.

e. Procedures for submitting and recommending changes to DSSC material. Submit all recommendations to Commander, USATC and Fort Jackson, ATTN: ATZJ-PTM-DSPP, 2179 Sumter Street, Fort Jackson, SC 29207-5315 for review/approval.

2-3. New-start program (AC and RC).

a. Commandants will not new-start candidates who fail to achieve course standards without prior approval/coordination from Commander, USATC & Fort Jackson, ATTN: ATZJ-PTM-DSPP, Sumter Street, Fort Jackson, SC 29207-5315, and Department of the Army (DA) PERSCOM, ASTAPC, ATTN: TAPC-EPK-ID, 2461 Eisenhower Avenue, Alexandria, VA 22331. Send the request for new-start through DSPP office to PERSCOM. PERSCOM is the approval authority for new-starts. The recommendation to new-start a candidate for failing to achieve course standards will be granted on a **one-time only** basis. If the reassignment is made and the candidate still fails to achieve the standards, the commandant will remove the candidate from the DSSC IAW this regulation and AR 614-200.

b. Complete all new-start reassignments, regardless of circumstances, within 60 training days for AC and 6 months for RC. Soldiers who experience difficulty in one course area, but are otherwise exceptional and maintain motivation, may be new-started on an exception basis. Commandants must decide to new-start a candidate before the candidate is given a one-time only fourth attempt. After using a fourth (final) attempt, no new-starts are permitted. Reassignment will be made to the first available class (AC or RC) where the candidate has the opportunity to continue from the necessary block of training. The intent is to have the candidate back into

training as soon as possible from the time the decision is made.

c. Candidates who have missed training due to emergency leave or hospitalization, and will not be able to complete the course with the initial class, will be new-started to the next available class. If this reassignment is not completed within 60 training days for AC and 6 months for RC, the commandant will release the candidate IAW AR 614-200 and this regulation (administrative release).

d. Reserve Component (RC) DSC, who are unable to attend two annual training (AT) periods due to a conflict (e.g., civilian job, civilian school, etc.), can be new-started on an exception basis. However, the DSSC will be completed within 14 months. These circumstances will be handled on a case-by-case basis and must be approved by Commander, USATC and Fort Jackson ATTN: ATZJ-PTM-DSPP, 2179 Sumter Street, Fort Jackson, SC 29207-5315.

e. Candidates will not be new-started for failing to meet the U.S. Army standard on the final APFT.

2-4. Relief of DS candidates from the Drill Sergeant School Course (DSSC) Drill Sergeant Program (DSP).

a. Drill sergeant candidates may be removed from the DSP for cause before or during DSS. DSC may be removed from the DSSC without being removed from the DSP. Candidates who are removed from the course may be considered for DS duty in the future and may be given a new DSS class date. Candidates who are removed from the DSP will not be considered for DS duty in the future. Reasons for removal and report procedures are established in AR 614-200, AR 600-8-22, and this regulation.

b. Army training center/RC training division commanders are designated as the approval authority to remove DSC from the DSP. This authority may be delegated to subordinate commanders in the rank of colonel or higher with removal authority. DSS commandants are designated as the approval authority to remove candidates from the DSSC, provided they are not recommended for removal from the DSP. All adverse academic evaluation report (AER) must be referred or forwarded in memorandum with student acknowledgement. The endorsement must indicate the candidate's intent with regard to appeal.

c. Procedures for removal action:

(1) The DSS commandant will evaluate all candidates recommended for removal from the DSSC/DSP (can be delegated to the satellite schools in RC). In cases where the commandant determines that removal is warranted, the following procedures apply:

(a) The DSS commandant will notify the candidate in writing of the proposed action, basis for the action, consequences of disenrollment, and right to appeal. Candidates must submit an appeal within 48

hours for AC and 30 days for RC after receipt of written notification. If RC candidates attend an AC school, the AC rule for appeals applies.

(b) The DSS commandant will receive an endorsement from the candidate that acknowledges a counseling session was held and an elimination notice was received. The endorsement also must indicate the candidate's intent with regard to appeal.

(c) All adverse AERs must be referred to the student for acknowledgement and comment. All adverse AERs must be forwarded to student with memo and student acknowledgement.

(d) The reviewing authority for cases regarding appeals will be the approval authority for removal from the DSP. The DSS commandant will review all appeals for accuracy and formatting, before sending the removal packet to the approval authority IAW 614-200. After the appeal packet is completed, the commandant will forward the entire packet to the approval authority.

(2) Intermediate levels of command will not delay the recommendations from reaching the approval authority. No more than 72 hours will lapse between transmittal of recommendation by the commandant and receipt by the approval authority. Candidates should remain in training until the approval authority notifies the commandant of the final decision. Candidates can be removed from training if they are disruptive and interrupt a conducive learning environment or have elected not to appeal the dismissal.

(3) The approval authority will promptly review the circumstances of the case and decide upon the candidate's removal from the program IAW AR 614-200. The entire action, from submittal by the DSS to the disposition by the approval authority, will not exceed 5 training days. AC noncommissioned officers (NCOs) who are removed from the DSSC/DSP will be returned to their unit.

(4) The DSS commandant will notify the unit commander of each candidate's removal from the DSSC/DSP. The notification will be made by a letter from the approval authority, specifying the reasons for removal.

(5) The commandant will submit a copy of the removal packet for every candidate being removed from the DSSC/DSP to PERSCOM, ATTN: TAPC-EPK-ID 2461 Eisenhower Avenue Alexandria Virginia 22331 IAW 614-200, paragraph 8-16, and Commander USATC & Fort Jackson, ATTN: ATZJ-PTM-DSPP, 2179 Sumter Street, Fort Jackson, SC 29207-5315.

d. A candidate's failure to complete the DSSC in 45 academic days AC, 14 months for RC, will result in academic removal IAW the DSSC POI.

e. Medical removals will be made in cases of illness, injury, or a medical profile that results in unreasonable delays in training or loss in training time. The DSS commandants will determine if the candidates have the

potential to make up the missed training. All course requirements must be met by the scheduled class graduation date.

f. Urine testing of AC/RC DS candidates. It will be the commandant's option to administer a 100 percent urinalysis test to DSS candidates. If the commandant selects to administer the test it will be administered within 3 training days after reporting to the DSS. The specimens will be collected and processed IAW AR 600-85 and U.S. Army Drug and Alcohol Operations Agency (USADAOA) standing operating procedure (SOP). Soldiers performing DS duties or in DSC status whose urine test is confirmed positive will be removed from the DSP IAW AR 614-200.

2-5. Assignment and use of DS candidates.

a. DSC is defined as a noncommissioned officer (NCO) who has been identified and notified by PERSCOM that they are scheduled to attend DSS and will be assigned against a DS personnel requisition. Candidate status will not begin more than 45 days prior to their class start date.

b. Unit commanders are responsible for ensuring that the DSC has no issues that would prevent successful completion of DSS (i.e. personal, financial or medical). If in the opinion of the unit commander, the DSC is not prepared to attend DSS as scheduled (e.g., prospective APFT failure, a limiting physical profile, overweight, etc.), the commander will arrange for class deferment with the Post DS Strength Manager (AR 614-200, paragraph 8-16). The commanders will determine if the candidate should be eliminated from the DSSC/DSP, if the candidate is still not prepared to attend the next available class.

c. Installation commanders have the option to assign a DSC to a training unit. During their assignment, the following requirements will be met:

(1) DSC will be assigned a DS sponsor who will help prepare the candidate for DSS and monitor their activities in the unit. DSC will spend the maximum amount of time preparing for DSS. DSC will closely observe unit training and participate in as many training activities as time allows. The sponsor will ensure that DSC obtain/attend the appropriate certification requirements applicable to the installation before attending DSS (e.g., applicable End Of Course Comprehensive Test (EOCCT), driver's safety, range safety, etc.). The sponsor will continually check the candidate's progress while in DSS.

(2) At no time will DSC be placed in positions where they are allowed total control of and/or assume responsibility for initial entry training soldiers. This includes, but is not limited to, marching soldiers, counseling soldiers, or acting in the capacity of primary instructor. Furthermore, the DSC will not be used in the following capacities; however, the DSC may accompany a drill sergeant (sponsor) in the

performance of these duties):

- (a) Charge of quarters.
- (b) Staff Duty NCO.
- (c) Sergeant of the guard.
- (d) Commander of the relief.
- (e) Kitchen police (KP) pusher.

2-6. Relief of Drill Sergeant from DS duties.

a. Army Training Center commanders/service school commandants, and brigade commanders in the grade of 0-6 or higher are authorized to remove DS from DS duties. Specific reasons for removing DS from their duties and the DSP, and withdrawing the SQI "X" are contained in AR 614-200, paragraph 8-16. The authority to remove RC DS is discussed in paragraph 4-2 below.

b. Drill sergeants removed from the Drill Sergeant Program may also lose the award of the "X" identifier if removed for disciplinary reasons. They will be restricted from wearing the DS patch. All appeals will be made to the DSPP and Chief of Staff for Personnel. Appeals will reach the DSPP within fourteen (14) days.

c. Drill Sergeants removed from DS duties for cause, except for medical reasons to include illness or injury, will be reassigned to other duties that do not include contact with IET soldiers. Further guidance regarding disposition of DS suspended from DS duties will be found in AR 600-200 and AR 614-200, paragraph 8-16.

2-7. Assignment and use of DS.

a. AC and RC DSS graduates assigned in DS positions are authorized Special Duty Assignment Pay (SDAP) (to include RC performing DS duties on active duty time missions). DS on status will be assigned and used only in authorized DS positions. DS will not perform major additional duties that divert them from their primary duty of a DS. Additional company duties such as nuclear, biological, chemical (NBC) NCO, physical security NCO and equal opportunity representative (EOR) are authorized.

b. If a DS is put in a non-DS position, SDAP will be lost for the length of time spent in the non-DS duty position.

c. If for a period not to exceed 90 days, a unit does not have a first sergeant (1SG) assigned, a DS may be temporarily appointed to act in the 1SG position. However, in order for the DS to continue to receive SDAP, they must maintain their primary position as a DS.

2-8. Annual DS certification. DS assigned to BCT/OSUT units will be evaluated and certified annually on all hands-on phase tasks listed in Supplement 1 of the BCT POI 21-114. DS assigned to AIT units will be evaluated and certified annually on those common tasks selected for reinforcement training and

evaluation in AIT, listed in TRADOC Reg 350-6. In addition, DS will be certified whenever changes are made to the BCT/AIT/OSUT POI. IET cadre may be used to administer the certification.

2-9. DS assignment ratios. TRADOC installations will be resourced DS requirements based on the following:

a. BCT/OSUT. 12 DS per company (three per platoon) in order to sustain ratio within range of 1:17-20. Resourcing computations consider course length plus two weeks.

b. AIT. Ratio for AIT is 1:50. Resourcing computations consider course length plus one week. Although the AIT ratio is 1:50, units/companies must maintain as a minimum 2-DS per unit/company.

c. DSS. Staffing for DSS drills will be IAW the Instructor Manpower Model.

d. Pre Command Course/Cadre Training Course. NCOs who have come off DS status within one year should be used for this requirement.

2-10. DSS organization.

a. All TRADOC schools approved by the Commanding General of TRADOC, teaching the approved DSSC POI, and accredited by the Drill Sergeant Program Proponent office will be titled as a "Drill Sergeant School."

b. DSS will be organized IAW TRADOC Regulation 351-10. DSS can be part of a Noncommissioned Officer Academy (NCOA), where authorized. Exceptions to this policy must be submitted to Commander, USATC and Fort Jackson, ATTN: ATZJ-PTM-DSPP, 2179 Sumter St, Fort Jackson, SC 29207-5315, for review and approval.

c. The chief instructor position will be filled by a first sergeant/master sergeant that is DS-qualified. When the DSS is not collocated under an NCOA, a DS-qualified individual will fill the commandant and chief instructor.

d. Female DS authorizations for DSS are shown as in figure 2-1. CMF for female DSS will be from CMF authorized on the installation.

SCHOOL	AUTHORIZATION
Fort Benning	2 each
Fort Jackson	2 each
Fort Leonard Wood	2 each

Figure 2-1. Number of Female DS minimum authorizations for DSS

2-11. DS military occupational specialty (MOS) structure. The DS MOS structure and assignment of

DS at TRADOC installations are as follows (not for reserve):

a. In Basic Combat Training (BCT), 33 percent of DS requirements/authorizations will be from Career Management Field (CMF) 11, 17 percent will be from other combat arms (CA) MOS, 25 percent will be from combat support (CS) MOS, and 25 percent will be from combat service support (CSS) MOS. Installations that conduct BCT are authorized a minimum of two and up to four female DS in each training company to include the Fitness Training Unit (FTU) and Reception Battalion.

b. In AIT, 100 percent of the DS requirements/authorizations will be from the CMF being trained. When the Army provides a CMF/MOS to females, installations can document their table of distribution and allowance (TDA) for female positions with any available MOS until such time that females with the specific CMF/MOS become available for DS duty.

c. In OSUT, 100 percent of the DS requirements/authorizations will be from the CMF being trained. When the Army provides a CMF/MOS to females, installations can document their TDA female positions with any available MOS until such time that females with the specific CMF/MOS become available for DS duty.

d. Army Training Center commanders will determine the DS CMF structure within Fitness Training Units (FTU) and reception battalions, using MOS authorized at their installation and the approved TRADOC staffing guidance for Reception Battalions/FTU.

e. Code the Personnel Identification (PERS Column "I" (interchangeable)) on the authorization document for all non-CA MOS.

Chapter 3 DSS Accreditation

3-1. Responsibility/guidelines. Commander, USATC and Fort Jackson, is responsible for establishing standardization and quality control of the DS Program. This responsibility requires Commander, USATC and Fort Jackson, to evaluate, monitor, and assist all AC and RC DSS using the following general guidelines:

a. Ensure the DSS is training in compliance with the approved DSSC POI.

b. Evaluate facilities to ensure:

(1) They are conducive to the learning environment.

(2) They complement training as required for small group instruction (DSSC POI).

c. Assess the DSS administration:

(1) Ensuring DSC meet prerequisites in AR 614-200.

(2) Staffing as outlined in the appropriate staffing guide.

(3) Stabilization of tours for drill sergeant leaders (DSL).

(4) Requisition and replacement of DSL who have become a 90-day loss AC, 14 months RC.

d. Assess the DSS operations:

(1) Prior fiscal year (FY) and current FY-to-date training performance indicators.

(2) Instructor selection, qualification, and certification procedures.

(3) Preparation and distribution of candidate academic evaluation reports.

(4) Candidate release and appeal procedures.

(5) Test control IAW AR 611-5.

3-2. DSS accreditation. Accreditation is the process that measures quality, consistency, compliance, standardization, and resourcing of schools, and the formal authority to conduct training. The Directorate of Plans Training and Mobilization (DPTM, ATTN: ATZJ-PTM-DSPP), will evaluate each AC and RC DSS within a 36-month cycle. The DPTM will announce the scheduled accreditation visits IAW TRADOC Regulation 350-70.

a. AC/RC DSS accreditation's. DSPP will use the accreditation checklist found in TRADOC Reg 351-18, app B, for accreditation evaluation when evaluating AC/RC DSS.

b. After each evaluation, the DSPP accreditation team will give the commandant of the inspected DSS a copy of TRADOC Reg 351-18 checklist.

3-3. Accreditation certificate. If the DSS is accredited, Commander USATC and Fort Jackson will furnish the installation commander the TRADOC Certificate of Accreditation through command channels.

3-4. Withhold accreditation. If deficiencies are found that significantly impact on training, DSPP will withhold accreditation pending receipt of actions taken from the commandant. Withhold accreditation indicates that the DSS has a significant problem or shortfall but corrections can reasonably be implemented within 60 days or less. If one major category of the accreditation checklist receives an unsatisfactory rating, the DSPP team chief will consider a recommendation to withhold accreditation. When the proponent withholds accreditation, it is withheld pending receipt of a satisfactory report of corrective actions from the DSS commandant. This report is due to the DSPP within 60 days of the date of the accrediting authority's official notification that accreditation is being withheld. If corrective action is not or cannot be completed within 60 days, the DSS becomes non-accredited.

3-5. Non-accreditation. Non-accreditation indicates that the DSS has serious problems or shortfalls and should not be teaching the DSSC POI. If two or more major categories of the checklist receive an unsatisfactory rating or if corrective action on a “Withhold Accreditation” is not accomplished in 60 days, the team chief will recommend a rating of “Non-accredited.” When the DSPP non-accredits a DSS, that DSS is precluded from awarding the SQI “X” and students will be diverted to an accredited DSS. The DSPP will arrange to conduct a follow-up evaluation within 6 to 12 months. If the DSS is not accredited during the follow-up evaluation the provision of TRADOC Reg 350-70, chapter III-2 will apply.

3-6. Assistance visits. Commander, USATC & Fort Jackson, DPTM-DSPP, will coordinate with each AC and RC DSS for the conduct of assistance visits. Schools that receive a non-accredited rating may request an assistance visit; however, the DSS that receives a visit will not be conducted within 6 months prior to the official accreditation. Assistance visits (other than nonaccredited requested visits) will normally be scheduled within 12 months of the next scheduled accreditation, however, the proponent reserves the right to make quality assurance visits at any time. The DSPP may accredit a school that receives superior ratings during an assist visit upon completion of the assistance visit. The visitor from USATC & Fort Jackson, ATZJ-PTM-DSPP, will provide all observations to the commandant and leave a copy of the checklist. In the event corrective actions are necessary, DSS commandants will forward their report of corrective actions taken to Commander, USATC and Fort Jackson, ATTN: ATZJ-PTM-DSPP, 2179 Sumter Street, Fort Jackson, SC 29207-5315. This report must arrive at USATC & Fort Jackson no later than (NLT) 60 days after receipt of the assistance visit report.

3-7. Installation internal evaluations. AC installation/training center commanders and RC training divisions will conduct internal quality assurance evaluations once every 12 months, using the accreditation checklist in TRADOC Reg 351-18. Copies of the internal evaluations are required to be available for the next scheduled accreditation.

Chapter 4

RC DSP Specific Policies

4-1. Entry into the RC DSP.

a. Qualified RC personnel may enter the program by either volunteering or enlisting for DS vacancies in the RC training divisions. The RC DSC must meet the prerequisites of AR 614-200 to qualify for the program. They will attend either the DSS of the division to which they are assigned or an AC DSS. Specialist and corporal candidates will be graduates of PLDC prior to attending DSS. Prior service personnel who were instructor-qualified in the Navy, Marines, or Air Force must still go to the required AC or RC DSS.

b. All RC personnel, sergeant (SGT) non-accredits through sergeant first class (SFC), who complete DSS and are assigned to a training unit will be awarded the SQI “X”. Drill Sergeant Candidates completing the MFT requirements will also receive the ASI “P5”.

c. RC candidates in rank SGT through SFC may volunteer and be selected for attendance at an AC DSS. When a RC candidate is selected to attend an AC DSS, direct coordination between the DSS commandants is authorized. Candidates must have the required uniforms and adequate funds to cover expenses during the period of training.

d. RC may have the following waived:

- (1) Basic Noncommissioned Officer requirement.
- (2) Time in service requirement reduced to 3 years.
- (3) Rank to CPL (However, to attend AC DSS, soldiers must be Prior Service Training Candidate appointed as an acting SGT (AR 140-158).

4-2. Removal of RC DS and candidates.

a. RC training division commanders may remove RC DS and DSC from the RC DSP. The DSS commandants are designated as approval authority to remove candidates from the DSSC, provided they are not recommended for removal from the DSP.

Table 4-1
AC/US Army Reserve (USAR) DS Affiliates

AC SUPPORT	RC AFFILIAT	HOME LOCATION	MOB STATION
Fort Benning	95th 104th	Oklahoma City, OK Vancouver, WA	Fort Sill Fort Bliss
Fort Jackson	80th 108th	Richmond, VA Charlotte, NC	Fort Gordon Fort Jackson
Fort Leonard Wood	84th 98th 100th	Milwaukee, WI Rochester, NY Louisville, KY	Fort Benning Fort Leonard Wood Fort Knox

b. When a RC DS candidate is removed from an AC DSS, the AC DSS commandant will initiate a DA Form 1059 IAW AR 623-1 and notify the candidate's division. When matters of judicial or nonjudicial punishment are involved, the AC commander with jurisdiction should consult with the candidate's commander to coordinate actions being pursued.

4-3. Other specific policies for the RC DSP.

a. The RC DSC must be completed within 14 months. All course requirements must be met by DS scheduled class graduation date.

b. RC commanders will establish refresher-training programs IAW the outline prescribed in chapter 6.

c. Once assigned to a unit DS position, DSC will be assisted by a DS sponsor, who will help prepare the candidate for DSS and monitor their activities in the unit.

4-4. Training assistance and support for RC DSS.

a. In the interest of providing continuing support to RC DSS, TRADOC CG has established an affiliation between training division DSS and specific AC DSS. These affiliations (table 4-1) represent geographical considerations and include CAPSTONE mission where possible.

b. Specific benefits of these affiliations include—

(1) DSL training. The RC commandants may request a mobile training team (MTT) to assist in DSL training.

(2) Staff assistance visits. The AC DSS commandants are encouraged to visit RC DSS during their training and provide comments and recommendations to the RC commandants.

c. Send a copy of all mobile training team (MTT) After Actions Reports that require USATC and Fort Jackson's assistance, (e.g., shortages of required equipment, personnel, etc.) to Commander, USATC and Fort Jackson, ATTN: ATZJ-PTM-DSPP.

Chapter 5 Drill Sergeant of the Year (DSOY) Program

5-1. General. This chapter prescribes policies and procedures for nominating, selecting, recognizing, and utilizing the AC and RC DSOY. It also addresses the use of the installation and training divisions DSOYs.

5-2. Policy. Commander, TRADOC, will select a DSOY for both the AC and RC. The AC DSOY will receive the Stephen Ailes Award. The RC DSOY will receive the Ralph E. Haines, Jr. Award. Both awards will be presented in a joint ceremony at Headquarters, Department of the Army (HQDA) by the Chief of Staff of the Army.

5-3. Eligibility criteria.

a. Active Component: As a minimum, nominees for DSOY must:

(1) Be in the rank of staff sergeant (SSG) or sergeant first class (SFC).

(2) Be a graduate of a DSS.

(3) After completing DSS, have served one year on DS status and must be serving as a DS as of the date of nomination.

(4) Not have been a previous recipient of the Stephen Ailes Award.

(5) Have at least one year remaining on current assignment as a DS. The tour of duty as a DS will not exceed 36 months as specified in AR 614-200, paragraph 8-15b.

(6) Soldiers (AC and RC) will be required to take an APFT (administered as part of the competition). Soldiers who are prohibited from taking an APFT due to a medical profile will not compete at TRADOC HQ.

b. Reserve Component. As a minimum, nominees for DSOY, must:

(1) Be in the rank of SGT, SSG, or SFC.

(2) Be a graduate of a DSS.

(3) Have been assigned to a DS position for at least one year, have attended annual training and be serving as a DS as of the date of nomination.

(4) Not have been previous recipients of the Ralph E. Haines, Jr. Award.

(5) Have at least one year remaining on current enlistment and remain with a unit having DS for a period of one year if selected.

5-4. Selection procedures.

a. Active Component. Each installation commander authorized DSs will conduct a board, nominate a DSOY, and submit the name IAW the annual TRADOC HQ Memorandum of Instruction (MOI). Satellite installations will send their representative to a regional board conducted at the installation that holds proponentcy and as listed in the DSOY MOI. Use TRADOC Form 298-R-E to submit required nominee information. Forward completed form and packet to Commander, TRADOC, ATTN: ATTG-IT (DSOY), 5 Fenwick Road, Bldg 161, Fort Monroe, VA 23651-1049.

b. Reserve Component. Each RC training division commander will conduct a board, nominate a DSOY, and submit the name IAW the annual TRADOC HQ Memorandum of Instruction (MOI). Use TRADOC 298-R-E to submit required nominee information. Forward completed form and packet to Commander, TRADOC, ATTN: ATTG-IT (DSOY), 5 Fenwick Road, Bldg 161, Fort Monroe, VA 23651-1049.

c. Following receipt of nominations by the TRADOC CG, a board will be convened composed of members selected by the TRADOC Command Sergeant Major. The board will select a winner and runners-up from the AC and RC, based on the following:

(1) The performance of each nominee before the board.

(2) The board's evaluation of the nominee's packets provided by their installation or organization. DSOY candidates will bring an updated DA Form 2-1, DA Form 2A/ERB, and/or copy of any orders received that is not in their packet along with a recent DA photo.

(3) The performance of each nominee on an APFT.

(4) The performance-oriented tests conducted at TRADOC HQ. These are tasks from the DSSC POI learned in DSS.

(5) DSOY candidate can be terminated from the competition for the following:

(a) Failing the APFT.

(b) Not being in compliance with AR 600-9.

(c) Refusing to attempt performance-oriented test.

(d) Violation of the Uniform Code of Military Justice (UCMJ).

NOTE: Each case will be referred to and considered by the members of the board with recommendation to the TRADOC Command Sergeant Major (CSM) for final disposition.

5-5. Duties of the AC and RC DSOY. AC and RC DSOY will:

a. Be available to perform special assignments for the TRADOC CG when appropriate.

b. Assist U.S. Army Recruiting Command as a Total Army Involvement in Recruiting (TAIR) Program asset, as requested.

NOTE: In the event the above duties conflict, TRADOC duties will have precedence.

5-6. Recommended duties of the installation DSOY (AC).

a. Meet on a regular basis with the installation commander and the installation CSM to discuss DS performance and IET problems and solutions.

b. Visit IET units on the installation to observe training and make recommendations for improvement.

c. Be available as guest speaker for civilian and military functions.

d. Conduct periodic DS seminars and sensing sessions on the installation and provide feedback to the Army Training Center (ATC) commander (CDR) and CSM.

5-7. Recommended duties of the training division DSOY (RC).

a. Meet on a regular basis (to the extent possible) with the Training Division commander and CSM to discuss DS performance and IET problems and solutions.

b. Visit IET units within the division to observe training and make recommendations for improvement.

c. Be available as guest speaker for civilian and military functions.

d. Conduct periodic DS seminars within the division and provide feedback to the CDR and CSM.

NOTE: Above duties are encouraged to the extent allowed by time and resources.

5-8. Types of Awards.

a. Active Army.

(1) The individual selected as the Outstanding DSOY will receive appropriate recognition for such exceptional achievement. The other competitors will also receive recognition.

(2) Installation commanders may award recognition, as they deem appropriate, consistent with current DA guidance.

b. Reserve Component.

(1) The individuals selected as the RC Outstanding DSOY will receive recognition for such exceptional achievement. The other competitors will also receive recognition.

(2) The RC training division commanders may award recognition, as they deem appropriate, consistent with current DA guidance.

c. HQ TRADOC. Commander, TRADOC, will present appropriate awards in a joint ceremony at Fort Monroe.

d. HQDA. The Chief of Staff of the Army will present the Stephen Ailes Award and the Ralph E. Haines, Jr. Award at HQDA in a joint ceremony. Commander, TRADOC, will coordinate the dates for the ceremony upon announcement of the winners.

e. Resources. Commanders will provide travel, lodging, and subsistence funds for their DSOY. Temporary duty (TDY) funds for both incumbent DSOY (AC/RC) will be provided by their respective commanders.

Chapter 6 DS Refresher Training

6-1. General. This chapter provides guidance for conducting refresher training for qualified NCOs returning to DS status. The refresher training outlined in this chapter must be completed prior to Special Duty Assignment Pay (SDAP) being reinstated.

6-2. Training. Two timetables are used for all returning DS for refresher training.

a. Prior DS returning to Drill Sergeant duty after a 24-36 month absence must attend the Initial Entry Training Cadre Training Course (IET CTC). The DSS will conduct the following required refresher training:

(1) An examination of instructional techniques as outlined in Annex G of the DSSC POI.

(2) An evaluation of each Drill and Ceremonies (D&C) method of instruction; i.e., one talk-thru, by-the-numbers, and step-by-step.

(3) An APFT administered by DSS cadre or assigned organization cadre, if installation does not have a DSS. DS returnees must score a minimum of 225 points on the APFT.

b. DS returning after more than 36 months absence will audit an entire DSS class.

6-3. Special Duty Assignment Pay. When refresher training is completed, the DSS commandant/battalion commander will submit a copy of the returnee's file and a memorandum requesting SDAP to be reinstated to the Installation Drill Sergeant Manager. The Installation Drill Sergeant Manager will process the request IAW local procedures and forward to the Finance and Accounting Office to reinstate the DS returnees SDAP. Refresher training must be conducted and certified by the DSS commandant/battalion commander prior to SDAP being reinstated. For USAR DS's, submit DA Form 4187 through the chain of command to Division DCSPR.

6-4. Certification. Refresher training certification will be maintained on a candidate record of training record plotter in the course management plan and filed at the NCOA/DSS or battalion S-1 for a minimum of 2 years.

Chapter 7 Drill Sergeant Leader (DSL) Certification Requirements

7-1. General. This chapter provides guidance on DSL certification requirements. The certification training will not exceed 6 months AC, 14 months RC.

7-2. DSL selection.

a. DS currently on DS status may volunteer for DSL duty or may be nominated by their CSM or 1SG; however, the final word of acceptance rests with the DSS commandant.

b. DS must have successfully served one year in the IET environment. They must have no record of disciplinary action as stated in AR 614-200, chapter 8, paragraph 8-13b, and pass an APFT with a minimum score of 240 (80 in each event) within 60 days after reporting to the

DSS. Prospective DSL must also have a minimum of one-year retainability after reporting to the DSS.

c. Soldiers returning to DS duties and being considered as a prospective DSL will attend DS refresher training as outlined in chapter 6. SDAP for prospective DSL will not be reinstated until the NCOA/DSS commandant signs refresher training (not DSL certification).

d. RC DS must have successfully served two complete AT periods as a DS in the IET environment. All other prerequisites listed above apply for those prospective RC DSL.

e. Only SSG and SFC DS are eligible to serve as DSL. DS in rank of 1SG/master sergeant (MSG) will serve as Chief Instructor (CI).

f. DSS commandants will identify CI/DSL candidates NLT 90 days AC, 14 months RC, prior to the departure of a qualified CI/DSL. Installation commanders will establish a policy that allows a 90-day/14-month overlap between the outgoing CI/DSL and their replacement. The DSL candidate will not be included in the candidate to DSL ratio.

7-3. Training.

a. The DSL candidate's training will be one complete drill sergeant class. Therefore, the DSS commandant will place the qualified (outgoing) DSL with the DSL candidates, so as to monitor their progress through the program.

b. The DSL certification training will include the following:

(1) An overview of the DSSC POI. The DSL candidates should understand the methodology outlined in the DSSC POI (i.e., counseling, grading standards and procedures, and the small group instruction concept). The CI will counsel the prospective DSL on the overview of the POI.

(2) Evaluation of all performance and written examinations outlined in the DSSC POI for completion by DSL candidates. The senior DSL will conduct these evaluations. DSL candidates must receive a "GO" on all performance examinations. The performance examinations are D04-02, D04-03, E05-03, E05-07, E05-14, F06-02 part II, F06-04, F06-06, F06-08, F06-12, F06-14, F06-18, F06-20, F06-22, G07-07, I09-05, I09-11 and all master fitness performance exams. The DSL candidate must receive at least a 70% on all written exams. The written exams are B02-08, C03-05, F06-02 part I, F06-10, F06-16, and J10-08. A "NO-GO" will result in the DSL candidate being returned to their unit.

(3) Evaluation in drill and ceremony testing/grading procedures:

(a) The DSL candidate will first observe the testing procedures of their mentor.

(b) The DSL candidate will then simultaneously

evaluate a DS candidate with the mentor as the primary grader.

(c) They will conduct three evaluations: talk-thru, by-the-numbers, and step-by-step.

(d) The DSL (mentor) will conduct performance counseling of the DS candidate. The DSL (mentor) will also conduct appropriate counseling of the DSL candidate's grading procedures. Drill sergeant leader candidate (DSLCL) will be used as a primary instructor after counseling has been conducted for that MOI.

(4) Evaluation of methods of instruction and the instruction in small group concept. The DSL candidate must complete certification prior to being used as a primary instructor, however, DSLCL will be used to present drill and ceremony modules and demonstrations. The CI, with all available DSL forming the class, will evaluate the DSLCL presentation ability on blocks of instruction on Human Relations, Drill Sergeant Leadership, Counseling, Fitness Training (D04-01), and Weapons Training. The CI will select the block of instruction the DSLCL will present, providing ample time to prepare for the instruction. All evaluations will be documented by the CI on TRADOC Form 369-R (DSS Cadre Evaluation Sheet). Once a DSLCL receive a "GO" rating on TRADOC Form 369-R the DSLCL may be used as an instructor for that series of instruction. At no time will a DSLCL be left in a class instructing without a certified DSL.

(5) Attendance and graduation from the installation Equal Opportunity Representative Course.

c. Chief Instructors or DSL who served as certified DSL will be required to attend an informal sit-in with a DS class on all subjects listed below, and within 24-36 months, pass the APFT with a score of 240 (80 in each event). Chief Instructors (CI) who have never been a certified DSL will be required to complete all requirements of the DSL certification program in paragraph 7-3b, above. The outgoing CI or the DSS commandant will mentor the CI. CI or DSL returning within 24-36 months must be evaluated on the following: one drill and ceremony presentation, APFT (80 per event), and one small group instruction on one of the following:

- physical training (PT)
- basic rifle marksmanship (BRM)
- Phase Test
- G07-03

d. The commandant is responsible for:

(1) Ensuring each DSL is qualified and meets the requirement criteria as outlined in this paragraph and paragraph 7-2.

(2) Tracking each DSL's progress beyond the certification program. A progress plotter will be maintained in the DSL's packet.

(3) Requesting DSL candidates certification

certificate of training. The commandant will submit a memorandum, with name, rank, social security number (SSN), and start/finish dates of the certification training, to Commander, USATC and Fort Jackson, ATTN: ATZJ-PTM-DSPP, 2179 Sumter Street, Fort Jackson, SC 29207-5315.

(4) Having each DSL evaluated on their classroom small group instruction and techniques a minimum of one per class for AC schools and once each six-month period for RC schools using TRADOC Form 369-R. Place a copy of the evaluation in DSL's files. The chief instructor and platoon sergeant will assist in performing these evaluations (for RC IDT periods the senior DSL may perform these evaluations).

e. Documentation of DSL certification. Each DSS will maintain a file on each DSL to include the following:

(1) Left side:

(a) DSL certificates, EOR and MFT certificates or request memorandums.

(b) DA Form 705 (within 60 days after reporting to the school, DA Form 5500-R, or DA Form 5501-R, if applicable).

(c) Phase counseling (Phase I, II, III, and NO-GO counseling as applicable).

(d) Initial counseling (Commandant (Comdt), CI, senior drill sergeant leader (SDSL)).

(e) Letter of acceptance (from Comdt).

(f) DA Forms 2A/ERB and 2-1.

(2) Right side:

(a) Post certification progress plotter.

(b) TRADOC Form 369-R (post certification).

(c) Certification progress plotter, (Candidate Record of Training).

(d) TRADOC Form 369-R annexes A, B, C, D, E (signed by CI).

(e) Evaluation in testing/grading procedures, talk-thru, step-by-step, by-the-numbers (recorded on DA Form 4856-R).

(f) Performance exams (within test control standards) from certification.

Appendix A References

Section I Required Publications

AR 40-501
Standards of Medical Fitness

AR 140-10
Army Reserve: Assignments, Attachments, Details, and Transfers

AR 140-158
Enlisted Personnel Classification Promotion and Reduction

AR 350-41
Training in Units

AR 351-1
Individual Military Education and Training

AR 570-5
Manpower Staffing Standards System (MS-3)

AR 600-8-22
Military Awards

AR 600-9
The Army Weight Control Program

AR 600-85
Alcohol and Drug Abuse Prevention and Control Program

AR 600-200
Enlisted Personnel Management System

AR 611-5
Army Personnel Selection and Classification Testing

AR 611-201
Enlisted Career Management Fields and Military Occupational Specialty

AR 614-200
Enlisted Assignments and Utilization Management

AR 623-1
Academic Evaluation Reporting System

FORSCOM/TRADOC Reg 140-3
RC Training Divisions, RC Separate Training Brigades, and RC Reception Battalions Training Policies

TRADOC Reg 350-6
Initial Entry Training (IET) Policies and Administration

TRADOC Reg 351-18
Total Army School System (TASS)

Section II Prescribed Forms

TRADOC Form 298-R-E
Drill Sergeant of the Year Nominee (prescribed in para 5-4)

TRADOC Form 350-R
Drill Sergeant Course Performance (prescribed in paras 1-4h (10), 2-2d and app B, sec I)

TRADOC Form 369-R
DSS Cadre Evaluation Sheet (prescribed in para 7-3b(4) and app B, sec II)

TRADOC Form 603-R
Active Army Drill Sergeant Report (prescribed in app B, sec III)

TRADOC Form 603-1-R
Active Army Drill Sergeant Report by Grade and MOS (prescribed in app B, sec III and sec IV)

Section III Referenced Forms

DA Form 2A
Personnel Qualification Record, Part I Enlisted Peacetime

DA Form 2-1
Personnel Qualification Record, Part II

DA Form 705
Army Physical Fitness Test Scorecard

DA Form 1059
Service School Academic Evaluation Report

DA Form 4856-R
General Counseling Form

DA Form 5500-R
Body Fat Content Worksheet (Male)

DA Form 5501-R
Body Fat Content Worksheet (Female)

Appendix B Instructions for Completing TRADOC Forms

Section I Instructions for using TRADOC Form 350-R

TRADOC Form 350-R records the attrition rate for the AC/RC DSS for each graduating class.

- a. Section 1: Enter the DSS name location.
- b. Section 2: Enter the class number.
- c. Section 3: Enter the class date (Start and End Dates), by DD/MM/YY.
- d. Section 4: SCHEDULE. Enter the number of candidates who started the class (provided from PERSCOM), which will include New-Starts.
- e. Section 5: ACTUAL INPUT. Enter the number of candidates that started the class. If a soldier was a new start, do not include in Actual Input. This section may or may not equal section 4, because No-Shows and Non Qualified arrivals are not subtracted in section 4.
- f. Section 6: RANK. Enter the number of candidates by rank and component who started the class to include New-Starts.
- g. Section 7: DIAGNOSTIC APFT FAILURES. Enter by component the number of candidates failing the diagnostic APFT.
- h. Section 8: CLASS GRADUATION. Enter by gender the number of candidates graduating from the

course (section 6 minus sections 7,9,10,11,12, 13,14 and 16).

i. Section 9: NON-QUALIFIED ARRIVALS. Enter by gender the number of Non-Qualified Arrivals. Use section 17 to record by name, SSN, unit, and reason.

j. Section 10: APFT FAILURES. Enter by gender the number of APFT Failures. Enter Reason (e.g. push-ups etc), soldier's name, SSN, unit and whether the soldier was a volunteer or a DA select. For tracking purposes, enter the candidate's unit (RC) or the installation (AC) from which the candidate arrived as a permanent change of station (PCS) to attend school. Use section 17 for continuation.

k. Section 11: ACADEMIC ATTRITION. Enter by gender the number of soldiers released for academics. Enter the reason, soldier's name, SSN, unit, GT score and whether the soldier was a volunteer or a DA select. Use section 17 for continuation.

l. Section 12: ADMINISTRATIVE ATTRITION. Enter by gender the number of soldiers released for administrative. Enter the reason, soldier's name, SSN, unit and whether the soldier was a volunteer or DA select. Use section 17 for continuation.

m. Section 13: DISCIPLINARY ATTRITION. Enter by gender the number of soldiers released for disciplinary reasons. Enter the reason, soldier's name, SSN, unit and whether the soldier was a volunteer or a DA select. Use section 17 for continuation.

n. Section 14: MEDICALLY RELEASED. Enter by gender the number of medically released soldiers. Enter the reason, soldier's name, SSN, unit and whether the soldier was a volunteer or DA select. For candidates who are medically released include whether the conditions existed prior to school. Use section 17 for continuation.

o. Section 15: MOTIVATIONAL ATTRITION. Enter by gender the number of soldiers released due to lack of motivation. Enter the reason, soldier's name, SSN, unit and whether the soldier was a volunteer or a DA select. Use section 17 for continuation.

p. Section 16: OTHER CODES. Enter by gender the number of soldiers that will be New-Started. Enter the reason, soldier's name, SSN, unit and whether the soldier was a volunteer or a DA select. Use section 17 for continuation. New-Start soldiers will be counted in attrition rate.

q. Section 17: DRILL SERGEANT COURSE PERFORMANCE. List additional information supporting sections 10 through 16 (e.g. New-Start). Provide any additional information or comments in regard to the Drill Sergeant School Course, policies and regulations.

NOTE: New-Starts entering the course will be calculated in ATRRS data in section 4. These New-Start soldiers will be listed in section 17. A New-Start that does not graduate will be reflected in section 8 accordingly.

Section II Instructions for using TRADOC Form 369-R

a. This form presents the DSSC POI performance standards for preparing and conducting training, using the instruction in small group methods. The evaluation sheet has the following sections:

(1) Section 1: Evaluation of Small Group Instruction Methods.

(2) Section 2: Evaluation Post-check. All presentations should be evaluated with section 2, which presents additional generic standards for training delivery.

b. To receive an overall "GO" for a graded presentation, the DSL/DSL candidate must receive a "GO" for each of the applicable performance areas listed in the left-hand column of the evaluation sheet. The performance standards are listed in the right-hand column on the sheet. These standards are provided to inform the cadre member of the performance requirements and to assist evaluators in determining the basis for a "GO" for any given performance area.

c. The standards listed in both sections are the minimum TRADOC HQ performance standards. However, additional locally established standards may be added in each section (section I, block F; and section II, block C).

Section III Instructions for completing TRADOC Form 603-R (Active Army Drill Sergeant Report) (RCS ATBO-20(R4))

a. Each installation commander must designate a DSP point of contact (POC) to deal with PERSCOM and HQ TRADOC on all matters relating to the DSP. The DSP POC must submit a monthly report to Commander, TRADOC, ATTN: ATBO-BE, 5 North Gate Road, Fort Monroe, VA 23651-1048, using TRADOC Forms 603-R (Active Army Drill Sergeant Report) and 603-1-R. (Active Army Drill Sergeant Report by Grade and MOS (RCS ATBO-20 (R4)). The ending period of the report will be the last calendar day of each month. The report must arrive at TRADOC HQ NLT the 10th of the month, following the ending period date.

b. Definitions.

(1) Authorized (A). Number of DS authorized in proposed, projected, or approved TDA documents; include Directed Military Overstrength (DMO) and Training Resources Arbitration Panel (TRAP) actions, when approved by Headquarters, Department of the Army. Report authorizations as male/female (i.e., 40/2). When authorizations are proposed or projected to change (see instructions for line S below), report the new figures in the column immediately to the right of reporting installation, using lines A, C, E, G, I, K, and N.

(2) Operating (O). Number of DS currently assigned. Do not include DS pending relief/removal from

the program, personnel in transit, DS candidates attending or waiting to attend DSS. Report operating strength as male/female (e.g., 39/3). See paragraph c(6) below.

(3) Pending Relief. Qualified DS relieved/removed from duty and are pending action to relieve/remove from the DSP.

(4) Reliefs (cause). DS relieved/removed from the DSP for failure to maintain high standards of conduct, professionalism, Uniform Code of Military Justice action, etc.

(5) Reliefs (other). DS relieved/removed from the DSP for reasons other than "cause" (i.e., medical profile, including pregnancy, family hardships, promotion to MSG, etc.).

c. Report format.

(1) FROM. Enter complete address, including zip code, of headquarters submitting the report.

(2) POC. Enter data for the installation DS manager.

(3) Period Ending. Enter day, month, and year for data reporting month (will always be last day of each month).

(4) Lines A, C, E, G, I, and K. Enter number of DS authorized (male/female) for appropriate category of training.

(5) Lines B, D, F, H, J, and L. Enter number of DS operating (male/female) for appropriate category of training. Do not include those DS reported in line M as pending relief from the DSP.

(6) Lines M. Enter number of DS (male/female) who were relieved/removed from DS duties and are pending approval action to relieve/remove them from the DSP prior to completion of their DS tour. Do not include as operating in lines B, D, F, H, J, and L. Do include in line O total.

(7) Line N. Total DS authorized is the sum of lines A, C, E, G, I, and K (male/female). Line N must agree with installation total reported on TRADOC Form 603-1-R.

(8) Line O. Total operating is the sum of lines B, D, F, H, J, L, and M (male/female). Line O must agree with installation total reported on TRADOC Form 603-1-R.

(9) Line P. Enter percentage of total operating versus total authorized (line O divided by line N).

(10) Line Q. Enter projected gains (male/female) of qualified DS in next 180 days. Include prior qualified DS and projected DSS graduates (less attrition). Line Q must agree with installation total projected gain reported on TRADOC Form 603-1-R.

(11) Line R. Enter projected losses (male/female) of operating DS in next 180 days. Line R must agree with installation total projected losses reported on TRADOC Form 603-1-R.

(12) Line S. Enter same number as shown on Line N. If authorizations are proposed or projected to change within the next 180 days, enter the proposed or projected number to be authorized (male/female). See paragraph b(1) above.

(13) Line T. Enter projected (male/female) operating strength (Lines O plus Q minus R).

(14) Line U. Enter percentage of total projected operating versus projected authorized (line T divided by line S).

(15) Line V. Enter cumulative total of DSS graduates (male/female) for current FY. Only those installations with a DSS will report graduate figures.

(16) Line W. Enter cumulative total of DS candidates (male/female) eliminated from the DSS Course for the current FY. Only those installations with a DSSC will report candidate elimination numbers.

(17) Line X. Enter cumulative total of DS (male/female) relieved/removed from the DSP for cause for the current FY. Distribute removal packets within 5 working days IAW paragraph 8-16e, AR 614-200.

(18) Line Y. Enter cumulative total of DS (male/female) relieved/remove from the DSP for reasons other than "for cause." Distribute removal packets within 5 working days IAW paragraph 8-16e, AR 614-200.

(19) Line Z. Total number of DS on initial tour that have been on status 0-6 months.

(20) Line AA. Total number of DS on initial tour from 7-12 months, plus DS that have reentered the DSP and have been reinstated at this pay level.

(21) Line BB. Total number of DS on initial tour who have completed over 12 months, plus DS who have reentered the DSP and have been reinstated at this pay level.

Section IV

Instructions for completing TRADOC Form 603-1-R (Active Army Drill Sergeant Report by Grade and MOS) (RCS ATBO-20 (R4))

This report is an addendum to TRADOC Form 603-R. Attach to the back of TRADOC Form 603-R.

a. Installation. Enter installation and state only.

b. Date. Enter day, month, and year for data reporting month (will always be last of each month and same as entered on TRADOC Form 603-R).

c. Page number. Number consecutively and enter 1 of 7, 2 of 7, etc.

d. Line column. Number consecutively all lines with data entered in columns A through P.

e. MOS, column A. Enter in numerical order the three digit MOS.

f. Authorized, columns B through G. Enter current authorization in upper half, proposed or projected authorizations in lower half.

g. Operating strength, columns F through J. Enter current operating strength in appropriate grade columns. Will include those DS pending relief/removal from the DSP.

h. Projected gains/losses, columns K through O. Enter projected gains/losses for 180 days subsequent to date of report.

i. Projected operating strength, column P. Enter the 180-day projected operating strength. Column J plus column O, gains, minus column O, losses.

j. Page total. Enter page total on each page for columns B through P.

k. Installation total. Enter installation total (add page totals) on last page of the report for columns B through P. For installations with a one-page report, these numbers may be omitted if page total columns are entered. Columns E, J, O, and P must agree with appropriate line entries on TRADOC Form 603-R.

DA	Department of the Army
DPTM	Director of Plans, Training and Mobilization
DS	drill sergeant
DSC	drill sergeant candidate
DCSBOS	Deputy Chief of Staff for Base Operations Support
DCST	Deputy Chief of Staff for Training
DSL	drill sergeant leader
DSLCL	drill sergeant leader candidate
DSOY	Drill Sergeant of the Year
DSP	Drill Sergeant Program
DSPP	Drill Sergeant Program Proponent
DSS	Drill Sergeant School
DSSC	Drill Sergeant School Course
EOCCT	End of Course Comprehensive Test
FMO	forms management officer
FORSCOM	United States Army Forces Command
FTU	Fitness Training Unit
FY	fiscal year
IAW	in accordance with
IET	initial entry training
IET CTC	Initial Entry Training Cadre Training Course
MFT	Master Fitness Training
MOS	military occupational specialty
MS-3	Manpower Staffing Standards System
MTT	mobile training team
NBC	nuclear, biological, chemical
NCO	noncommissioned officer
NCOA	Noncommissioned Officer Academy
NLT	no later than
OSUT	one station unit training
PCS	permanent change of station
PERSCOM	U.S. Total Army Personnel Command
POC	point of contact
POI	program of instruction

Glossary

Section I Abbreviations

1SG	first sergeant
AC	Active Component
AIT	advance individual training
APFT	Army Physical Fitness Test
ATC	Army Training Center
BCT	basic combat training
BRM	basic rifle marksmanship
CA	combat arms
CI	Chief Instructor
Comdt	Commandant
CMF	Career Management Field
CS	combat support
CSM	Command Sergeant Major
CSS	combat service support
CTC	Cadre Training Course

RC	Reserve Component
SDAP	Special Duty Assignment Pay
SGT	sergeant
SQI	skill qualification identifier
TAIR	Total Army Involvement in Recruiting
TDA	tables of distribution and allowances
TRADOC	United States Army Training and Doctrine Command
USADAOA	U.S. Army Drug and Alcohol Operations Agency
USAR	United States Army Reserve
USATC&FJ	United States Army Training Center and Fort Jackson
USATSC	United States Army Training Support Center

Section II Terms

Active Component

Members and units of the Active Army.

accreditation

A formalized assessment of each TRADOC DSS focusing on compliance with approved POI, this regulation, AR 614-200, and AR 623-1, as determined by Commander, USATC and Fort Jackson, ATTN: ATZJ-PTM-DSPP, followed by issuance of certificate of accreditation, Drill Sergeant School, by Commander, USATC&FJ.

Army Physical Fitness Test

Three-event test designed to measure the basic components of fitness and evaluate soldier's ability to perform physical tasks.

assistance visit

A formalized evaluation, training, and program improvement process designed to provide DSS commandants detailed proponent guidance in the areas of DSS administration, operations, and training.

certification

Process of determining the quality and standardization of training.

drill sergeant candidate

A selected noncommissioned officer receiving specialized training to be a DS.

Drill Sergeant School Course

Functional course providing qualified AC and RC NCOs specialized training resulting in the awarding of SQI "X."

drill sergeant leaders

Selected DS who have received additional specialized training to perform duties as an instructor in a DSS.

Drill Sergeant of the Year

AC and RC DS who have been nominated and selected by special selection boards at AC installations and RC divisions and compete at the annual TRADOC HQ competition.

Drill Sergeant Program

HQDA program designed to provide highly motivated, qualified professionals to serve as cadre in IET.

drill sergeant returnee

A DS who has successfully completed a tour of duty as a DS in a previous assignment and has volunteered for and been accepted for a subsequent drill sergeant tour.

Drill Sergeant School

The physical location where the DSC is taught in the AC and RC.

Fitness Training Unit

A special training unit at a BCT/OSUT ATC designed to bring new enlistees in poor physical condition up to a minimum level of fitness prior to starting BCT/OSUT. It is not a remedial training program for soldiers already in BCT/OSUT/AIT.

initial entry training

Training presented to new enlistees with no prior military service. It is designed to produce disciplined, motivated, physically fit soldiers ready to take their place in the Army in the field. This training consists of BCT, AIT, and OSUT.

MOS structure

The specific mix of DS military occupational specialties required in BCT, OSUT, and AIT to improve training.

new-start

A soldier who is placed in a class behind the original class. This procedure is done for soldiers who have experienced personal, medical, physical, or academic problems and who have outstanding potential as a DS.

one station unit training

IET conducted at one installation, in one unit, under the same cadre, with an integrated POI tailored to a specific MOS.

PERSCOM

The U.S. Total Army Personnel Command responsible for the selection and assignment of soldiers to schools and duty assignments.

platoon sergeant

The senior DSL in charge of a class.

refresher training

The minimum training required for previous DS who return to active status in IET.

Reserve Component

Members and units of the Army National Guard and RC.

satellite schools

Separate locations for DS training within a RC leadership academy.

skill qualification identifier

The fifth character of a soldier's MOS that identifies qualification in a special skill.

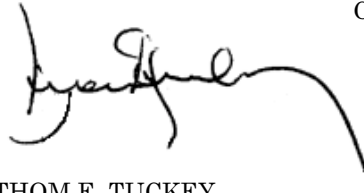
unqualified arrival

A DSC that reports to DSS unable to meet the established criteria of AR 614-200 and this regulation. This includes failing weight standards, service remaining requirements, etc.

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff

A handwritten signature in black ink, appearing to read 'Thom E. Tuckey', with a long, sweeping horizontal stroke extending to the right.

THOM E. TUCKEY
Colonel, GS
Deputy Chief of Staff for
Information Management